

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE
ADMINISTRATIVE COMMITTEE MEETING

February 17, 2009
3:30 p.m.

Chairperson Tubbs called the Administrative Committee Meeting to order at 3:30 p.m. All present stood for the pledge of allegiance, led by Chairperson Tubbs.

ADMINISTRATIVE COMMITTEE MEMBERS PRESENT:

Cheryl Tubbs, Chairperson
Clare Henry Day, Director
Arnold Wright, Director

STAFF PRESENT:

R. Robert Neufeld, General Manager
Claud Seal, Assistant General Manager
Colleen Theuer, Administrative Manager

GUESTS PRESENT:

Melody McDonald, Director
Manuel Aranda Jr., Director
Bob Tincher, SBVMWD

1. PUBLIC PARTICIPATION

Chairperson Tubbs announced this as the time for any persons present, who so desire, to make an oral petition to the Administrative Committee. Hearing none, the meeting proceeded with the published agenda items.

2. ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions to the agenda; clarification on item 5 *Review and Update District Policies & Procedures* was briefly discussed.

3. REVIEW AND UPDATE JOB DESCRIPTIONS & PERSONNEL POLICIES

Mr. Neufeld presented samples of job descriptions that he had obtained from ACWA/JPIA (JPIA). He said that the District's current job descriptions needed to be updated according to the examples from JPIA, and then brought back to the committee

for approval in order to bring to the full Board. He discussed the JPIA Water Industry Job Description Manual, and legal compliance. Director Tubbs said that the District is exempt from many of the policies because of the District's staff size, and suggested researching those particular policies regarding exemption before embarking on a full-scale overhaul. Discussion continued. Regarding job duties, Director Day suggested that cross-training would be appropriate due to the District's small staff.

Mr. Neufeld discussed the proposed organizational chart, noting that it was a template, and described the current organizational chart on the whiteboard. Director Tubbs said there was no reason to change the organizational chart, as it accommodated the District's small staff. Director Day said the important thing was to clarify the job descriptions.

Future meetings with the Administrative Committee were established: beginning March 5, 2009, an Administrative Committee would be held at 3:00 p.m., every two weeks.

4. REVIEW AND UPDATE BOARD OF DIRECTORS HANDBOOK/POLICY MANUAL

The Board of Directors Policy Manual (Manual) was discussed. Mr. Neufeld said that regular meetings for the standing committees needed to be established and included in the Manual. He suggested using the template from the California Special Districts Association (CSDA) sample policy manual. After discussion, Director Tubbs suggested not making any changes in the Manual, but use the CSDA format and add policy No. 4010 (Code of Ethics) and policy No. 4095 (Ethics Training).

5. REVIEW AND UPDATE DISTRICT POLICIES AND PROCEDURES

There was a brief discussion on the District's policies and procedures, such as Emergency Preparedness and Illness and Injury Prevention.

6. ADJOURN

There being no further business, the meeting was adjourned at 4:30 p.m.